



Student Employee, Intermittent/Hourly, and Special Consultant, Payroll Calendar

June 2009 – May 2010

Month		Inclusive Dates of Pay Period	Vouchers Due by Noon in Payroll	Scheduled Pay Day
Summer 2009 Bridge Students	JUNE	06/01 – 06/30	07/01	07/15
	JULY	07/01 – 07/30	07/31	08/14
	AUGUST	07/31 – 08/31	09/01	09/15
Fall 2009	SEPTEMBER	09/01 – 09/30	10/01	10/15
	OCTOBER	10/01 – 10/31	11/02	11/13
	NOVEMBER	11/01 – 12/01	12/02	12/15
	DECEMBER	12/02 – 12/31	01/04	01/15
Spring 2010	JANUARY 2010	01/01 – 01/31	02/01	02/15
	FEBRUARY	02/01 – 03/01	03/02	03/15
	MARCH	03/02 – 03/31	04/01	04/15
	APRIL	04/01 – 04/30	05/03	05/14
	MAY	05/01 – 05/31	06/01	06/15

Vouchers received after the due date through the 15th day of the month will be released by Customer Service on the last workday of the month.

Vouchers received between the 16th of the month and the end of the month will be released by Customer Service on the 15th of the following month.

Pay warrants will be mailed if a postage paid, self-addressed envelope is attached to the voucher.

Pay warrants will be released by Customer Service on the scheduled pay day.